

**LEYTON PUBLIC SCHOOLS
BOARD OF EDUCATION POLICY #3035**

Chain of Command – District Administration

The superintendent shall be in control of all school district operations except as provided by another policy or as otherwise provided by law. Following is the administrative chain of command working from the lowest level on the chain upward.

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| Student Discipline: | 1. Classroom Teacher 2. Principal/Assistant Principal 3. Superintendent |
| Instruction or Curriculum: | 1. Teacher 2. Principal/Curriculum Director 3. Superintendent |
| Transportation: | 1. Bus Driver 2. Principal/Assistant Principal 3. Superintendent |
| Facilities, Grounds, or Maintenance: | 1. Custodial staff 2. Head custodian 3. Principal 4. Superintendent |
| Policy: | 1. Superintendent |
| Handbook: | 1. Principal |
| Athletics: | 1. Coach 2. Athletic/Activities Director 3. Principal 4. Superintendent |
| Personnel: | 1. Employee in question 2. Principal 3. Superintendent |
| All Other Matters | 1. Building Principal 2. Superintendent |

Absent extraordinary circumstances, each matter must be addressed at whatever level the initial action occurred. If the matter is not resolved, the individual may raise it with the next person on the chain of command. This policy does not supersede any individual's right to contact Board members directly. However, whenever a matter is brought directly to the Board as a whole or to a Board member as an individual, it will be referred to the appropriate individual in the chain of command for study and resolution. The most effective means of initial communication is a personal conference, e-mail, or telephone conversation. E-mail addresses and phone numbers can be found on the school district's website at www.leytonwarriors.org.

Adopted on: November 13, 2017
Reviewed on: November 11, 2019
Reviewed on: February 14, 2022